CHAPTER 3 – **CHAPTER DISASTER MANAGEMENT PLAN**

CHAPTER ORGANISATION CHART

```
                    ┌──────────────┐           ╭─────────────╮
                    │   Chapter    │ - - - - - │   Chapter   │
                    └──────────────┘           │ Secretariat │
                           │                   ╰─────────────╯
          ┌────────────────┼────────────────┐
          ▼                ▼                 ▼
   ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
   │ Youth/Link  │  │    Govt     │  │ Volunteers  │
   │   Units     │  │  Agencies   │  │   Units     │
   └─────────────┘  └─────────────┘  └─────────────┘
```
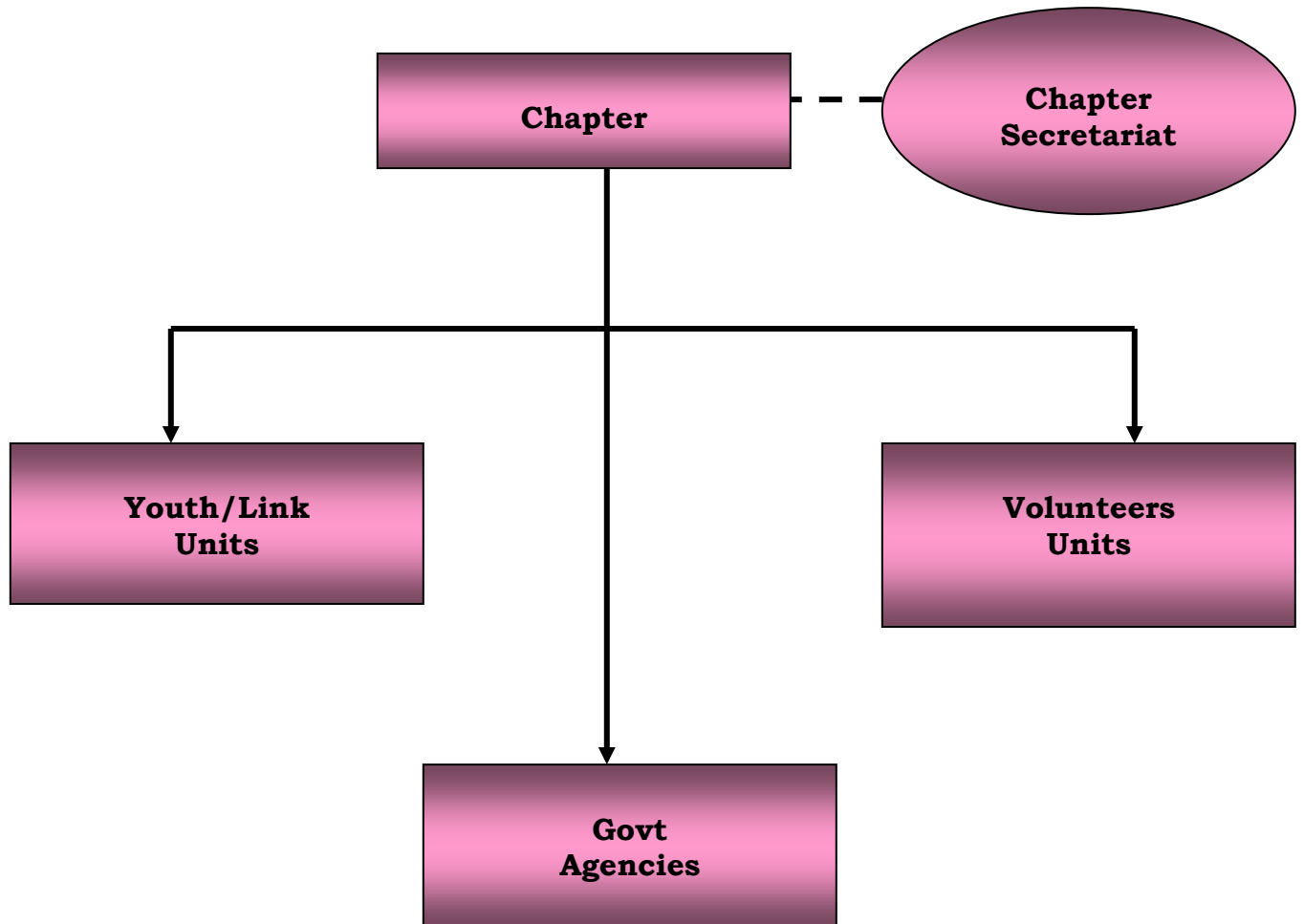
Tasks of Chapter Disaster Ops Room

1.   To be activated upon the direction of the Disaster Management Task Force.

2.   To be responsible for all incoming/outgoing info.

3.   Record all incoming information and disseminate to field ops room/branch.

    3.1   Internal briefing ONLY.

    3.2   Note: External briefing by Disaster Chairman.

4.   Update information.

5.   Activate status colour codes after decision by Disaster Management Task Force.

6.   Liaison with other agencies – Police, Bomba, Hospital, Welfare, NGO, Media.

7.   Responsible for issue of Bulletin as follows:

    i.   Amber – Daily reporting (3-4 hours release).

    ii.   Rate hourly and daily report.

8.   Provide daily reporting – overall situation status report.

9.   Maintain attendance and record all volunteers responding to disaster and notified allocation/assignment to site ops room.

10.   Maintain attendance and record all volunteers responding to disaster and notified allocation/assignment to site ops room.

11.   Staff/volunteers responsible for sacrificed support/admin function including operational/duties.

NOTES: *Relevant Forms and Equipments*

   Forms: DMCOM 01; DMLOB 01; DMSA 01;
   Equipments: DMHC 01/DMR 01/DMSRE 01/DMMK 01/DMOPS 01

Composition of Chapter Disaster Management Task Force

1.   Chapter Chairman/Deputy Chairman.

2.   Vice Chairman I.

3.   Vice Chairman II.

4.   Disaster Management Chairman.

5.   Hon Secretary.

6.   Hon Treasurer.

Terms of Reference of Chapter Management Task Force.

1. To receive and analyse situational report to determine the magnitude of the disaster.

2. To monitor and evaluate the progression of the disaster situation and assign the color codes, determine the stages of disaster management cycle and stand-down to cease response operation.

3. To closely liaise with government agencies (BKN, Police, Bomba, Welfare, Medical) for MRCS disaster intervention.

4. To determine and decide collectively the line of disaster response action to be undertaken.

5. To allocate and authorize the use of emergency funds from the Chapter.

6. To constantly report to the next level in the MRCS Disaster Management structure.

7. To conduct post mortem and prepare final report (including financial report) after each operation has been concluded.

8. To review and update any process/procedures/operating systems for continuous improvement.

CHAPTER DISASTER OPS ROOM

| Liason Officer DCC | ----- | Chairman Disaster Relief | | OC Training |

```
Liason                  Chairman                    OC
Officer DCC  - - - -   Disaster Relief            Training

                          │
        AO    ◄───────────┤
      Clerks

                    OC/VAD (Field
                 Commanding Officer)

    ┌──────────┬──────────┼──────────┬──────────┐
    ▼          ▼          ▼          ▼          ▼
Team Leader Team Leader Team Leader Team Leader Team Leader
  Relief    Ambulance  Mass Feeding  First Aid   Logistic
```